

U.S. MISSION, PAKISTAN - EMBASSY, ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 11-49

OPEN TO:	All Interested Candidates	OPENING DATE:	April 18, 2011
POSITION:	Real Property Clerk , FSN-6; FP-8*	CLOSING DATE:	May 01, 2011
POSITION NO:	I-52111		
WORK HOURS:	Full-time; 40 hours/week		
SALARY:	*Not-Ordinarily Resident: US\$35,753 p.a. (Starting salary) (Position Grade: FP-8 to be confirmed by Washington) *Ordinarily Resident: Rs.562,582 p.a. (Starting salary) (Position Grade: FSN-6)		

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Islamabad is seeking an individual for the position of Real Property Clerk in the General Services Office.

BASIC FUNCTION OF POSITION:

The incumbent, under the supervision of a FSN Real Property Supervisor is responsible for day-to-day management of accurate files US Government owned and leased properties in Islamabad, Peshawar, and Lahore. The incumbent assists Real Property Assistants in Housing Unit. Prepare, update and distribute various spreadsheets which include lease renewal, occupancy report of Islamabad, Lahore, and Peshawar. Verify arrival and departure dates with various agencies. Daily maintenance of Real Property Application (RPA). Prepare monthly payment vouchers of leased properties for Islamabad, Lahore, and Peshawar. Prepare quarterly rental benchmark initiative (RBI) reports for Overseas Buildings Operations (OBO). Arrange to have photos of all residences and set up PowerPoint slide shows for these properties. Performs other related duties as assigned.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

- 1. EDUCATION:** Completion of twelve years of education is required.
- 2. EXPERIENCE:** One year of general clerical experience is required.
- 3. LANGUAGE:** Level III (Good Working Knowledge) Speaking/Writing English and level IV (fluent) Speaking/Reading/Writing Urdu are required. This may be tested.
- 4. KNOWLEDGE:** Must have a working knowledge of general office operations and procedural requirements pertaining to functions performed in the office.
- 5. ABILITIES & SKILLS:** Incumbent must be a computer literate in MS Office suit and internet with good typing speed is required. This may be tested.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the required qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for six months from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for six months from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly-filled/completed [DS-174](#) (Application for Employment as LE Staff). Applications will be accepted by e-mail submission only at HROIslamabad@state.gov, the Vacancy Announcement Number (e.g. 11-46) must be mentioned in the subject line.

Please don't attach any documents to your application. Incomplete and submissions after closing date will not be considered. Only short-listed candidates will be contacted for their test/interview. To see all advertised positions, please visit the Embassy Web site http://islamabad.usembassy.gov/employment_opportunities.html. Only short-listed candidates will be contacted for their test/interview.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: May 01, 2011

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.